

**NORTH CAROLINA STATE BOARD OF EDUCATION**  
**Policy Manual**

<b>Item</b>	<b>Description</b>
<b>Policy Title</b>	Textbook Publishers Registry
<b>Policy Category</b>	Textbooks (TEXT)
<b>Policy ID</b>	TEXT-006
<b>Policy Date</b>	12/07/2017
<b>Previous Policy Dates</b>	06/03/1989, 01/08/2015
<b>Statutory Reference</b>	GS 115C-89
<b>Administrative Procedures Act (APA)</b>	16 NCAC 6D .0208

- A. In accordance with G.S. 115C-94, the State Superintendent of Public Instruction or designee shall maintain a register of all publishers who submit textbooks, as referenced in TEXT-000, for adoption by the SBE. The State Superintendent shall prescribe the information required for registration.
- B. Publishers shall be registered on the NC Publishers Registry in order to receive the State Board of Education-approved *Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina* which shall provide the required procedures for submission, evaluation, and adoption of textbooks. Publishers are required to follow the procedures set forth in the invitation. Failure to comply with all procedures, including stated deadlines, may result in disqualification. Only publishers on the NC Publishers Registry will be sent the invitation and can submit textbooks for evaluation and adoption.
- C. Each publishing company piloting textbook materials being submitted for consideration in the current adoption year shall notify the Textbook Commission, in writing, which materials are being piloted and in which local education agencies materials are being piloted. The Textbook Commission shall notify all local superintendents involved in piloting textbook materials prior to the end of the textbook selection process that the materials they are piloting may or may not be accepted by the Commission.
- D. Contact with the State Board of Education, the Textbook Commission, advisors, and the Department must be limited.
1. The Commission may meet publicly with representatives of publishers to discuss the Commission's plans and procedures for adoption of textbooks.
  2. At no time during the adoption process (from the time the State Board approves the invitation until the State Board adopts the list of textbooks) may the publishers or any of their representatives meet privately with members of the Textbook Commission, the

State Board of Education, evaluation advisors, or the Department staff involved in submission, evaluation, or adoption process.

3. A period of time shall be set aside for the Textbook Commission to meet and deliberate before a list of textbook recommendations is taken to the State Board of Education for adoption. Publishers will have time to present additional information to the Commission if their title(s) have been excluded from the list of recommendations. The procedure for reconsideration shall be described in the *Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina*.

E. Publishers may not exercise undue pressure.

1. For purposes of restrictions, “undue pressure” means personal contact, whether in person, by telephone, or in written form, that attempts to advocate for the selection of a particular book or series of books. “Undue pressure” does not include social contact or presentations to the Textbook Commission as a whole, and does not include written communication with Textbook Commission members or agency officials following acceptance or rejection of a submission in an effort to seek clarification or reconsideration.
2. The State Superintendent shall remove from the NC Publishers Registry any publisher whose representatives attempt to exercise undue pressure of any kind to adopt its books upon a member of the Textbook Commission, the advisors, or the Department.
3. The State Board of Education shall direct the State Superintendent of Public Instruction to remove from the NC Publishers Registry any publisher whose representatives attempt to exercise undue pressure of any form upon a member of the State Board of Education to adopt its books.